

Date

**ROUTING AND TRANSMITTAL SLIP**

5 Pks  
1 Day

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EO/DDA	<i>[Signature]</i>	5 FEB 1985
2. ADDA	<i>[Signature]</i>	5 FEB 1985
3. DDA	<i>[Signature]</i>	11 FEB 1985
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	<input checked="" type="checkbox"/> For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

*orig fwd to D/O from  
Chairman, Fine Arts Commission*

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

8041-102

★ GPO : 1983 O - 381-529 (301)

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

DD/A Registry

85-0465


4 February 1985

DD/A REGISTRY

FILE: 45-6

MEMORANDUM FOR: Director of Logistics, DA

FROM:

  
Chairman, Fine Arts Commission

STAT

SUBJECT: Removal of Signs and Posters from Corridor Walls

1. At its January meeting the Fine Arts Commission discussed a topic which has appeared periodically on its agenda, the display of office seals, logos, maps, posters, etc. on corridor walls, and it reaffirmed its long-standing position against such display. The only exceptions which have been approved involve signs identifying service areas such as the Operations Center, the Library, and the Security Duty Office.

2. The subject came up because DDI/SOVA has mounted large letters spelling out S-O-V-A next to the door to 4-E-60 and DDI/OGI has placed a poster on the wall near the door to 3-G-03. In view of the recent reaffirmation of FAC policy on this subject, may I suggest that you ask the Chief of Headquarters Operations, Maintenance and Engineering Division to work with the staffs of OGI and SOVA to relocate these signs to more appropriate locations in the office space allocated to them. I attach copies of my letters to the Directors of SOVA and OGI, alerting them to the need to remove these signs.

STAT

cc: DDA ✓

DD/A Registry

85-0465-

4 February 1985

MEMORANDUM FOR: Director, Office of Global Issues

FROM:

Chairman, Fine Arts Commission

STAT

SUBJECT: Request for Removal of Poster

1. At its January meeting the Fine Arts Commission discussed a topic which has appeared periodically on its agenda, the display of office seals, logos, maps, posters, etc. on corridor walls, and it reaffirmed its long-standing position against such display. The only exceptions which have been approved involve signs identifying service areas such as the Operations Center, the Library, and the Security Duty Office. The poster mounted on the wall near the door to 3-G-03 is an example of the kind of display which the FAC has discouraged in the past.

2. The FAC is responsible for advising the DDA and the Director of Logistics regarding "proposals that would alter the appearance of Agency premises." In keeping with the recent reaffirmation of FAC policy, I have called the OGI poster to the attention of the Director of Logistics and have suggested that he ask the Chief of Headquarters Operations, Maintenance and Engineering Division to work with your staff to relocate the poster to a suitable location in office space assigned to OGI.

STAT

cc: ✓ DDA  
DDI  
D/LOG  
C/OL/HOME

4 February 1985

MEMORANDUM FOR: Director of Soviet Analysis, DI

FROM:

Chairman, Fine Arts Commission

STAT

SUBJECT: Request for Removal of Sign

1. At its January meeting the Fine Arts Commission discussed a topic which has appeared periodically on its agenda, the display of office seals, logos, maps, posters, etc. on corridor walls, and it reaffirmed its long-standing position against such display. The only exceptions which have been approved involve signs identifying service areas such as the Operations Center, the Library, and the Security Duty Office. The letters S-O-V-A which have been mounted on the wall near the door to 4-E-60 represent an example of the kind of display which the FAC has discouraged in the past.

2. The FAC is responsible for advising the DDA and the Director of Logistics regarding "proposals that would alter the appearance of Agency premises." In keeping with the recent reaffirmation of FAC policy regarding signs in the corridors, I have called your SOVA sign to the attention of the Director of Logistics and have suggested that he ask the Chief of Headquarters Operations, Maintenance and Engineering Division to work with your staff to relocate the sign to a suitable location in office space assigned SOVA.

STAT

cc: ✓ DDA  
DDI  
D/LOG  
C/OL/HOME